



## **LAKE HAVASU CITY**

### **HUMAN RESOURCES/RISK MANAGEMENT**

### **CAREER OPPORTUNITY**

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**Job Title:** **RECREATION LEADER I**  
**Department/Division:** Parks & Recreation/Recreation Division  
**Salary Range:** \$7.65/hourly  
**Recruitment Type:** Continuous  
**Position Information:** Unclassified position without benefits, FLSA Non-Exempt; temporary, seasonal  
**Recruitment Number:** CRT12-07  
**Posted:** January 18, 2012  
**Filing Deadline:** **Applications are accepted on a continual basis; vacancies may not exist.**

#### **EDUCATION AND EXPERIENCE:**

Must be at least 16 years of age.

#### **JOB RELATED & ESSENTIAL QUALIFICATIONS:**

**Knowledge of:** The principals of good safety practice.

**Skill in:** dealing diplomatically with children, other employees, and the general public; establish and maintain effective working relationships.

**Physical Ability:** sufficient to assist children with scheduled activities.

**Visual Ability:** sufficient to effectively observe children in playground setting and scheduled indoor/outdoor activities.

**Hearing Ability:** sufficient to hold conversation with others in person and by telephone.

**Speaking Ability:** sufficient to communicate effectively with others in person and by telephone. Freedom from mental disorders that would interfere with the performance of duties as described.

**NOTE: IT IS THE RESPONSIBILITY OF AN APPLICANT WITH A DISABILITY REQUIRING ACCOMMODATION IN THE SELECTION PROCESS TO CONTACT HUMAN RESOURCES/RISK MANAGEMENT TO REQUEST SUCH AN ACCOMMODATION PRIOR TO THE CLOSING DATE OF THIS RECRUITMENT**

#### **ESSENTIAL DUTIES:**

Assists with recreation programs, camps and special events; administers basic first aid, when needed; enforces facility/program rules and regulations; cautions guests on unsafe practices and provides education; conducts daily facility/program safety checks, cleaning and maintenance; provides customer service; accountable for program equipment; attends training and staff meetings; assists with completion of reports as needed; maintains regular attendance; performs other duties of similar nature or level.

#### **SPECIAL REQUIREMENTS:**

Possession of, or the ability to obtain, a valid Arizona Driver's License of appropriate class and CPR/First Aid Certification issued by the American Red Cross or an equivalent certifying agency. Non-standard schedule to include days, weekends and nights.

#### **EXAMINATION:**

The City Reserves the right to consider only the most highly qualified applicants for the succeeding examination processes: Training and Experience Evaluation, Interview, Fingerprint Identification, Employment Eligibility Verification (EEV) requirements, and Alcohol/Drug Screening Test. Appointment subject to successful background investigation.

#### **APPLY TO:**

**Obtain and submit a completed City application to:**

**LAKE HAVASU CITY HUMAN RESOURCES/RISK MANAGEMENT DIVISION**

**2330 MCCULLOCH BLVD N; LAKE HAVASU CITY, AZ 86403; PHONE (928) 453-4143; TDD (928) 855-3945**

COMPLIANCE WITH AMERICANS WITH DISABILITIES ACT (ADA); WITH PRIOR NOTICE TO THE HUMAN RESOURCES/RISK MANAGEMENT DIVISION REGARDING TESTING OR JOB PERFORMANCE MODIFICATIONS. THE CITY WILL MAKE EVERY ATTEMPT TO OFFER REASONABLE ACCOMMODATIONS FOR QUALIFIED APPLICANTS AND EMPLOYEES WITH DISABILITIES.

**Lake Havasu City Employment Website: [www.lhcaz.gov](http://www.lhcaz.gov)**



## LAKE HAVASU CITY INFORMATION FOR APPLICANTS

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### **EQUAL EMPLOYMENT OPPORTUNITY:**

All applicants will be considered for employment without regard to race, color, religion, sex, national origin, age, disability or any other non-merit factor. Employment shall be based upon merit and ability and free of unlawful and political considerations.

### **HOW TO APPLY:**

Follow instructions on job bulletin and application. Applications must be submitted or postmarked before the closing date specified on the job bulletin.

### **MEDICAL EXAMINATIONS:**

The City Physician, through medical examinations, may determine the physical fitness of individuals selected for employment.

### **VACANCIES:**

Classified positions may be filled from an established eligibility list. Unclassified positions do not require posting.

### **PROBATION:**

Each employee selected for a classified full-time authorized position must satisfactorily serve an established probationary period.

### **PERFORMANCE INCREASES:**

Classified and Executive Employees are eligible for consideration for increases in accordance with OPP 3.10

### **RESIDENCY REQUIREMENTS:**

All employees of Lake Havasu City must establish and maintain residence within a reasonable radius of the workplace.

### **EMPLOYMENT ELIGIBILITY VERIFICATION:**

Lake Havasu City will require documentation of the legal right to work in the United States as required by the Immigration Reform and Control Act upon hire. Lake Havasu City is a participant of the Employment Eligibility Verification (EEV) program.

### **STARTING SALARY:**

New employees will normally be hired at the first step of their salary range.

### **LAKE HAVASU CITY BENEFIT PROGRAM**

The Lake Havasu City Benefit Program includes the following:

- Annual Paid Time Off (PTO)
- 10 Paid Holidays Annually
- Employee Health and Dental Insurance
- Life Insurance
- Accidental Death & Dismemberment Insurance
- Optional Vision Insurance
- Optional Supplemental Group Universal Life Insurance
- Optional Cancer & Hospital Intensive Care Insurance
- Wellness Program
- Retirement Benefits
- Optional Deferred Compensation Program
- Social Security Benefits
- Service Awards

### **MISSION STATEMENT**

Our mission is to serve the citizens of Lake Havasu City, to improve the quality of life for all, and to promote community spirit and pride.

We believe in:

**LOYALTY:** To our community, to the organization, and to each other

**COURTESY:** In providing high quality services for all

**INNOVATION:** In planning for a progressive community

**RESPONSIBILITY:** To provide a safe and pleasant environment

**LEADERSHIP:** Which is responsive to staff and community needs

**SUPPORT:** An environment that encourages economic opportunities

**EFFICIENT:** In maintaining and improving City services

**STEWARDSHIP:** In managing our natural resources

**INTEGRITY:** In preserving financial stability

**ACCOUNTABILITY:** By promoting individual responsibility and community involvement

To be a member of our team you will need to support these core values by demonstrating them in your daily interactions with citizens and your teammates

***Information contained herein is subject to change and does not constitute an expressed or implied contract. Any provision contained in the bulletin may be modified or revoked without notice.***